

**VIRGINIA PTA
APPROVAL OF LOCAL UNIT BYLAWS**

Bylaws of the Pole Green Elementary School of Mechanicsville in Hanover County were approved by the membership at its meeting on September 18, 2020.

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Signed: _____ Jon Cliborne
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(Space below for use by State Bylaws Chairman or designee only.)

Approved on behalf of the Board of Directors by the Virginia PTA Bylaws Committee:

State Bylaws Committee

Date

NOTE: Bylaws of this local unit will take effect as of the approval date above and must be resubmitted for review to the Virginia PTA by _____ to remain a local unit in good standing. Submitting amendments to these bylaws for approval in the interim does not change this 5-year anniversary date when a complete set of bylaws must be submitted for review.

JANUARY 2020

POLE GREEN ELEMENTARY SCHOOL PTA BYLAWS INDEX

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#PTA Mission

PTA's mission is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children.

#PTA Values

Collaboration: We will work in partnership with a wide array of individuals and organizations to broaden and enhance our ability to serve and advocate for all children and families.

Commitment: We are dedicated to children's educational success, health, and well-being through strong family and community engagement, while remaining accountable to the principles upon which our association was founded.

Diversity: We acknowledge the potential of everyone without regard, including but not limited to: age, culture, economic status, educational background, ethnicity, gender, geographic location, legal status, marital status, mental ability, national origin, organizational position, parental status, physical ability, political philosophy, race, religion, sexual orientation, and work experience.

Respect: We value the individual contributions of members, employees, volunteers, and partners as we work collaboratively to achieve our association's goals.

Accountability: All members, employees, volunteers, and partners have a shared responsibility to align their efforts toward the achievement of our association's strategic initiatives.

1 **POLE GREEN ELEMENTARY SCHOOL**
2 **PARENT TEACHER ASSOCIATION**
3 **LOCAL UNIT BYLAWS**
4

5 **#Article 1: Name and Area**
6

7 The name of this association is the Pole Green Elementary School Parent Teacher Student
8 Association located Mechanicsville/Hanover County, Virginia. It is a local PTA organized under
9 the authority of the Virginia Congress of Parents and Teachers (referred to as “Virginia PTA”), a
10 branch of the National Congress of Parents and Teachers (referred to as “National PTA”).
11

12 **#Article 2: Purposes**
13

14 **Section 1. Objectives.** The purpose or purposes (Objects) of Pole Green Elementary School
15 PTA, in common with those of Virginia PTA and National PTA corporation, will hereafter pursue
16 are:
17

- 18 a. To promote the welfare of children and youth in home, school, places of worship, and
19 throughout the community.
20
21 b. To raise the standards of home life.
22
23 c. To advocate for laws that further the education, physical and mental health, welfare,
24 and safety of children and youth.
25
26 d. To promote the collaboration and engagement of families and educators in the
27 education of children and youth.
28
29 e. To engage the public in united efforts to secure the physical, mental, emotional,
30 spiritual, and social well-being of all children and youth, and
31
32 f. To advocate for fiscal responsibility regarding public tax dollars in public education
33 funding.
34

35 **Section 2. Awareness.** The purposes of the PTA are promoted through advocacy and education
36 in collaboration with parents, families, teachers, educators, students, and the public; developed
37 through conferences, committees, projects, and programs; and governed and qualified by the
38 basic principles set forth in Article 3.
39

40 **Section 3. Federal Status.** The association is organized exclusively for the charitable, scientific,
41 literary or educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue
42 Code or corresponding section of any future federal tax code (hereinafter referred to as “Internal
43 Revenue Code”).
44

45 **#Article 3: Principles**

JANUARY 2020

46
47 The following are basic principles of the Pole Green Elementary School PTA in common with
48 those of Virginia PTA and National PTA:

- 49
50 a. The association shall be noncommercial, nonsectarian, and nonpartisan.
51
52 b. The association shall work to engage and empower children, families, and educators
53 within schools and communities to provide quality education for all children and youth,
54 and shall seek to participate in the decision-making process by influencing school policy
55 and advocating for children’s issues, recognizing that the legal responsibility to make
56 decisions has been delegated by the people to boards of education, state education
57 authorities, and local education authorities.
58
59 c. The association shall work to promote the health and welfare of children and youth,
60 and shall seek to promote collaboration among families, schools, and the community at
61 large.
62
63 d. Commitment to inclusiveness and equity, knowledge of PTA, and professional
64 expertise shall be guiding principles for service in Virginia PTA.
65

66 **#Article 4: Relationship with National PTA, Virginia PTA and Constituent Associations**
67

68 **Section 1.** The articles of organization of a constituent association include (a) the bylaws of such
69 association and (b) the certificate of incorporation or articles of incorporation of such association
70 (in cases which the association is a corporation) or the articles of organization by whatever name
71 (in cases in which the association exists as an unincorporated association).
72

73 **Section 2.** Local PTA/PTSA shall be organized and chartered under the authority of Virginia
74 PTA in the area in which the local PTA/PTSA functions in conformity with such rules and
75 regulations, not in conflict with the bylaws of Virginia PTA or National PTA.
76

77 **Section 3.** Virginia PTA shall issue to each local PTA/PTSA in its area a charter evidencing the
78 due association and good standing of this local PTA/PTSA. A local PTA/PTSA in good standing
79 shall:
80

- 81 a. Adhere to purposes and basic policies of the PTA.
82
83 b. Have a minimum of three (3) elected officers, to include one (1) president, a secretary,
84 and one (1) treasurer.
85
86 c. Submit local PTA/PTSA bylaws to the Virginia PTA state office every five (5) years for
87 approval by the Virginia PTA Bylaws Committee on behalf of the Virginia PTA Board of
88 Directors.
89

90 d. Submit local unit officers contact information form and verification of local unit's
91 employer identification number (EIN) to the Virginia PTA state office immediately upon
92 election of officers annually.

93
94 e. Submit a copy of the fiscal year-end financial review report to the Virginia PTA state
95 office within fifteen (15) days following the adoption of the report by the general
96 membership.

97
98 f. Submit a copy of the filed 990N, 990EZ or, 990 form to the Virginia PTA state office
99 within fifteen (15) days of filing.

100
101 g. Submit proof of insurance to the office.

102
103 h. Remit the Virginia PTA and the National PTA portion of dues to Virginia PTA by dates
104 designated in these bylaws.

105
106 i. Provide information for members who have joined the association during the reporting
107 period as prescribed by the Virginia PTA.

108
109 j. Meet other criteria as may be prescribed by Virginia PTA.

110
111 **Section 4.** Each local PTA/PTSA shall adopt such bylaws for the governance of the association as
112 may be approved by Virginia PTA. Such bylaws shall not be in conflict with the bylaws of
113 Virginia PTA or the bylaws of National PTA. Such bylaws shall include an article on amendments
114 and shall include a provision establishing a quorum.

115
116 **Section 5.** The adoption of an amendment to any provision of the bylaws of National PTA shall
117 serve automatically and without the requirement of further action by the local PTA/PTSA to
118 amend correspondingly the bylaws of the local PTA/PTSA.

119
120 **Section 6.** Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
121 sections that are identified by the pound symbol (#).

122
123 **Section 7.** Each officer or board member of a local PTA/PTSA shall be a member of such local
124 PTA/PTSA.

125
126 **Section 8.** Only members of a local PTA/PTSA who have paid dues for the current membership
127 year may participate in the business of this association.

128
129 **Section 9.** Each local PTA/PTSA shall keep such permanent books of account and records as shall
130 be sufficient to establish the items of gross income, receipts, and disbursements of the local unit
131 including, specifically, the number of its members, the dues collected from its members, and the
132 amounts of dues remitted to Virginia PTA and council (if member of a council). Such books of
133 account and records shall at all reasonable times be open to inspection by an authorized
134 representative of Virginia PTA or, where directed by the committee on state and local relations.

135 Such authorized representative shall have full access in cases where account information and
136 records are required from banks.

137
138 **Section 10.** There will be no proxy voting by local PTA/PTSA, nor any constituent association of
139 National PTA.

140
141 **Section 11.** The members of the nominating committee for officers of a local PTA/PTSA shall be
142 elected by the general membership.

143
144 **Section 12.** A local PTA/PTSA member shall not serve as a voting member of a constituent
145 association's board at the local, council, district, state, or national level while serving as a paid
146 employee of, or under contract to, that constituent association.

147
148 **Section 13.** A local PTA/PTSA may address legislative items or issues if the position on the
149 legislative item or issue does not conflict with that of the Virginia PTA Legislation Program. The
150 local unit's name must be used and not that of Virginia PTA.

151
152 **Section 14.** The local PTA/PTSA fiscal year shall begin and end as designated in the bylaws with
153 the ending date the last day of a calendar month.

154
155 **Section 15.** The charter of a local PTA/PTSA shall be subject to withdrawal and the status of such
156 association as a PTA/PTSA unit shall be subject to termination, in the manner and under the
157 circumstances provided in the bylaws of Virginia PTA.

158
159 **Section 16.** Each local PTA/PTSA is obligated upon withdrawal of its charter by Virginia PTA to:

- 160
- 161 a. Yield and surrender all of its books and records and all of its assets and property to
162 Virginia PTA or to such agency as may be designated by Virginia PTA or to another local
163 PTA/PTSA organized under the authority of Virginia PTA.
 - 164
 - 165 b. Cease and desist from the further use of any name that implies or connotes association
166 with Virginia PTA, National PTA or status as a constituent association of National PTA.
 - 167
 - 168 c. Carry out promptly, under the supervision and direction of Virginia PTA, all proceedings
169 necessary for the purpose of dissolving such local PTA/PTSA.
- 170

171 **Section 17.** Any dissolution of a local PTA/PTSA and termination of its affairs shall take place in
172 the following manner:

- 173
- 174 a. The executive board shall adopt a written resolution recommending that the local
175 PTA/PTSA be dissolved and directing that the question of such dissolution be submitted to
176 a vote at a special meeting of the general membership having voting rights at the time of
177 the meeting.

- 178
- 179 1. Only those funds approved by the general membership in the current budget year
180 may be spent.

181 2. Written notice of the adoption of such resolution accompanied by a copy of the
182 notice of the special meeting for the members shall be given to the president of
183 Virginia PTA at least thirty (30) days before the date fixed for such special meeting
184 of the members.

185
186 3. A complete membership list including contact information shall be provided to
187 the Virginia PTA state office at least thirty (30) days before the date fixed for such
188 special meeting of the members.

189
190 b. Written notice stating the purpose of such meeting to consider dissolving the local
191 PTA/PTSA shall be given to each member at least thirty (30) days prior to the date of such
192 meeting. Such meeting shall be held only during the academic school year.

193
194 c. A dissolution quorum must be met for the general membership of the local PTA/PTSA
195 to consider the resolution to dissolve. The dissolution quorum includes the required
196 quorum for general membership meetings per local PTA/PTSA bylaws plus a majority of
197 the executive board members.

198
199 d. Prior to the vote on dissolution, the president of Virginia PTA, or his/her designated
200 representative, shall be permitted to attend the meeting and shall be allowed to speak for a
201 minimum of sixty (60) minutes followed by a maximum of sixty (60) minutes question and
202 answer session.

203
204 e. Voting shall be by ballot.

205
206 f. Only those persons who are members of the local PTA/PTSA on the date of adoption of
207 the resolution and who continue to be members on the date of the special meeting shall be
208 entitled to vote on dissolution.

209
210 g. Upon the dissolution of this local PTA/PTSA, after paying or adequately providing for
211 the debts and obligations of the association, the association's financial holdings, property,
212 all records and all remaining assets shall be distributed to Virginia PTA held in escrow and
213 if not claimed by the resolved unit within two years it remains with the Virginia PTA in
214 order to further the mission and purpose of the Virginia PTA.

215
216 h. Upon adoption to dissolve, the local PTA/PTSA's charter will be withdrawn by Virginia
217 PTA in accordance with state bylaws.

218
219 **Section 18.** Each member of a local PTA/PTSA shall pay annual dues to the association as
220 approved by a two-thirds (2/3) vote of members present and voting after having been given at least
221 thirty (30) days written notice. The amount of such annual dues shall include the portions payable
222 to the local PTA/PTSA, council (if a member of council), Virginia PTA, and National PTA.

223
224 **Section 19.** Each local PTA/PTSA shall remit a portion of such dues to Virginia PTA by dates
225 designated in these bylaws and to council (if a member of council).

227 **#Article 5: Membership and Dues**

228
229 **Section 1.** Every individual who is a member of this local PTA/PTSA also is a member of
230 Virginia PTA and National PTA by which this PTA/PTSA is chartered and, as such, is entitled to
231 all the benefits of such membership.

232
233 **Section 2.** Membership in this local PTA/PTSA shall be open, without discrimination, to anyone
234 who believes in and supports the mission and purposes of National PTA.

235
236 **Section 3.** This local PTA/PTSA shall conduct an annual enrollment of members but may admit
237 persons to membership at any time.

238
239 **Section 4.** PTAs with students in secondary schools, as defined by their local school division,
240 shall offer membership to students.

241
242 **Section 5.** A person may hold membership in one or more local PTA/PTAs upon payment of all-
243 inclusive dues as required in each local PTA/PTAs' bylaws.

244
245 **Section 6.** Only members of this local PTA/PTSA shall be eligible to vote in the business of this
246 local PTA/PTSA or to serve in any of its elected or appointed positions.

247
248 **Section 7.** Each member of this local PTA/PTSA shall pay annual dues as may be determined by
249 this association. The amount of such dues shall include the portion payable to Virginia PTA (the
250 "state portion") and the portion payable to National PTA (the "national portion").

251
252 **Section 8.** Each member of a local PTA/PTSA shall pay annual dues to the association as
253 approved by two-thirds (2/3) vote of members present and voting after having been given at least
254 thirty (30) days' notice. The amount of such annual dues shall include the portions payable to the
255 local unit, Virginia PTA and National PTA.

256
257 **Section 9.** The amount of the Virginia PTA state portion of each member's dues shall be
258 determined by the Virginia PTA. The Virginia PTA portion of each member's dues shall be one
259 dollar and fifty cents (\$1.50) per annum. The National PTA portion of each member's dues shall
260 be two dollars and twenty-five cents (\$2.25) per annum.

261
262 **Section 10.** Virginia PTA and National PTA portions of the dues paid by each member of this
263 local PTA/PTSA shall be set aside by this local PTA/PTSA and remitted to Virginia PTA through
264 such channels and at such times as Virginia PTA bylaws may provide. Each state PTA shall pay to
265 National PTA the amount of the national portion of dues paid by all members of local PTAs in its
266 area.

267
268 **Section 11.** The membership term is July 1 to June 30.

269
270 **Section 12.** Payment of Virginia PTA and National PTA dues:

272 a. The Virginia PTA and National PTA portions of the dues paid by each member of a local
273 PTA/PTSA shall be the property of Virginia PTA and National PTA, respectively, and
274 shall not be included in the local PTA/PTSA's budget.
275

276 b. Membership dues shall be remitted to Virginia PTA at the Virginia PTA state office
277 before November 1. Additional membership dues received after November 1 shall be
278 remitted to Virginia PTA at the Virginia PTA state office before December 1.
279 Membership dues received after December 1 shall be remitted to Virginia PTA at the
280 Virginia PTA state office before March 1. Membership dues received after March 1 shall
281 be remitted to Virginia PTA at the Virginia PTA state office before June 30.
282

283 c. A list of members who joined the association during the reporting period shall be kept
284 by the local PTA/PTSA units and submitted as prescribed by Virginia PTA.
285

286 **Section 13.** Virginia PTA Honorary Life Membership may be conferred for distinguished service,
287 for which a fee shall be paid to Virginia PTA. This fee shall be deposited in the special Life
288 Membership Scholarship Fund of Virginia PTA. Virginia PTA Honorary Life Membership
289 entitles a recipient to attend Virginia PTA annual meeting as a non-voting participant without
290 payment of the registration fee.
291

292 **Section 14.** National PTA Life Achievement Award may be conferred for distinguished service,
293 for which a fee shall be paid to the National PTA for the Endowment Fund. The National PTA
294 Life Achievement Award provides only National Convention guest privileges upon payment of the
295 convention registration fee.
296

297 **Section 15.** A holder of a Virginia PTA Honorary Life Membership or National PTA Life
298 Achievement Award may be an active member only upon payment of dues in a local PTA/PTSA
299 unit.
300

301 **Article 6: Officers and Their Election**

302

303 **Section 1.** The officers of this PTA/PTSA shall consist of:
304

305 #a. One (1) president.
306

307 b. One (1) vice president(s).
308

309 #c. A secretary.
310

311 #d. One (1) treasurer.
312

313 **#Section 2.** Only members whose individual dues are paid to this local PTA/PTSA for the current
314 fiscal year shall be eligible to hold office, and to serve on the executive committee, executive
315 board, standing or special committees, or to serve as a delegate or alternate to the council or
316 district.
317

318 **#Section 3.** Nominating committee:

319

320 a. Each member of the nominating committee must be a member of this local PTA/PTSA.

321

322 b. The nominating committee shall consist of **five (5)** members who shall be elected by the
323 members of this local PTA/PTSA at their regular general membership meeting at least two (2)
324 months prior to the election of officers. The committee shall elect its own chairman.

325

326 c. The nominating committee shall nominate an eligible person for each office to be filled
327 and report its nominees to the members at a regular general membership meeting at least
328 thirty (30) days prior to the general membership election meeting. At the general
329 membership election meeting, additional nominations may be made from the floor.

330

331 d. Only those persons who have signified their consent to serve, if elected, shall be
332 nominated for or elected to such office.

333

334 **#Section 4.** Officers shall be elected by the following method:

335

336 a. Officers shall be elected at the general membership election meeting in the month of
337 **April**.

338

339 b. If there is more than one nominee for office, then the voting shall be by ballot. A
340 majority of the votes cast shall constitute which nominees are elected. However, if there
341 is but one nominee for office, election for that office may be by voice vote. If by ballot
342 vote, the secretary shall be responsible for destroying all ballots at the end of the general
343 membership election meeting.

344

345 c. Officers, except the treasurer, shall assume their official duties immediately following
346 the close of the meeting in the month of **June**. The treasurer shall assume his/her official
347 duties upon the completion of the auditing process outlined in these bylaws.

348

349 **#Section 5.** Officers shall serve for a term of **two (2)** year(s) or until their successors are elected.
350 No person shall hold more than one (1) elected office at a time on this local unit board. No local
351 unit officer shall serve more than **two (2)** consecutive terms, not to exceed four (4) years in the
352 same office. Officers who have served in an office for more than one-half (1/2) of a full term
353 shall be deemed to have served a full term in such office.

354

355 **#Section 6.** Vacancies in any office shall be filled by the following method:

356

357 a. A vacancy occurring in any office except that of president shall be filled for the
358 unexpired term by a person elected by a majority vote of the Executive Board at their
359 next scheduled meeting. In case of a vacancy in the office of president, the first vice
360 president shall become president and shall hold office for the balance of the term. In the
361 interim, the duties of the vice president shall be delegated by the president.

362

363 b. In the event of a vacancy in the office of president, and also in the absence of a vice
364 president, the general membership shall elect the next president.

365
366 c. If there is more than one nominee for any office, then the voting shall be by ballot. A
367 majority of the votes cast shall constitute which nominees are elected. However, if there
368 is but one nominee for office, election for that office may be by voice vote. If by ballot
369 vote, the secretary shall be responsible for destroying all ballots at the end of the meeting.

370
371 d. When a ten (10) day notice of the election is given, a majority of votes cast shall
372 constitute an election. Without such notice a two-thirds (2/3) vote of those present shall
373 be required.

374 375 **Article 7: Duties of Officers**

376 377 **Section 1.** The president shall:

378
379 a. Preside at all meetings of this local PTA/PTSA.

380
381 b. Coordinate the work of the officers and committees of this local PTA/PTSA in order
382 that the purposes may be promoted.

383
384 #c. Submit this local PTA/PTSA officers' contact information form and verification of
385 this local PTA/PTSA's employer identification number (EIN) to the Virginia PTA state
386 office immediately upon election of officers annually.

387
388 d. Perform such other duties as may be prescribed in these bylaws.

389
390 #e. Serve as an ex-officio member of all committees of this local PTA/PTSA except the
391 nominating committee.

392 393 **Section 2.** The vice president(s) shall:

394
395 a. Act as aide(s) to the president.

396
397 b. In their designated order, perform the duties of the president in the absence or inability
398 of the officer to act.

399
400 c. Perform other delegated duties as assigned.

401 402 **#Section 3.** The secretary shall:

403
404 a. Record the minutes of all meetings of the local PTA/PTSA.

405
406 b. Keep the official copy of the local PTA/PTSA bylaws in his/her files.

407
408 c. Maintain a membership list as required by Virginia PTA.

409
410 d. Perform other delegated duties as assigned.

411
412 **#Section 4.** The treasurer shall:

413 a. Have custody of all funds and finances of the local PTA/PTSA.

414 b. Keep a full and accurate account of receipts and expenditures as described in these
415 bylaws.

416 c. Make disbursements as authorized by the president, executive board, or general
417 membership in accordance with the budget adopted by the general membership.

418 d. Have checks or vouchers signed by two (2) officers, preferably the treasurer and the
419 president.

420 e. Present a written financial statement at every meeting of the local PTA/PTSA and at
421 other times when requested by the executive board.

422 f. Prepare an annual financial report at the close of the fiscal year.

423 g. Have the accounts examined according to the auditing procedures outlined in these
424 bylaws.

425 h. Submit a copy of the fiscal year-end financial review report to the Virginia PTA state
426 office within fifteen (15) days following the adoption of the audit by the membership.

427 i. Submit a 990N, 990EZ, or 990 form per IRS regulations. A copy of this form shall be
428 sent to the Virginia PTA state office within fifteen (15) days of filing.

429 j. Remit by November 1 to the Virginia PTA state office, Virginia PTA and National
430 PTA dues for membership received prior to November 1. Remit by December 1, dues
431 received after November 1. Remit by March 1, dues received after December 1. Remit by
432 June 30, all Virginia PTA and National PTA dues received after March 1.

433 k. Perform other delegated duties as assigned.

434
435
436 **#Section 5.** All officers shall perform the duties outlined in these bylaws. Upon the expiration of
437 the term of office or in case of resignation, each officer shall turn over to the president, without
438 delay, all records, books, and other materials pertaining to the office.

439
440 **Article 8: Executive Committee**

441
442 **Section 1.** The executive committee shall consist of the elected officers of the association and
443 the principal of the school.

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Section 2. The executive committee shall:

- a. Develop goals for the local PTA/PTSA for presentation to the executive board and general membership for approval.
- b. Appoint standing committee chairmen and members of the standing and special committees, except the nominating committee.

Section 3. The executive committee shall meet within thirty (30) days after their election for the purpose of appointing standing committee chairmen. Special committee chairmen shall be appointed as necessary. Members of the standing and special committees shall be appointed as soon as possible after the appointment of the committee chairmen.

Section 4. Meetings of the executive committee shall be held by the call of the president or a majority of the executive committee, **Five (5)** days' notice having been given. A quorum of the executive committee shall be a majority of the members of the committee then in office.

#Section 5. The executive committee shall reserve the right to vote on business via electronic meeting. Only the president shall have the authority to call for an electronic vote and to establish the guidelines for that vote. The established quorum of the executive committee shall prevail. Voting results must be recorded in the minutes and ratified at the next executive committee meeting.

#Section 6. The executive committee may hold meetings by telephone conference or through other electronic communications media so long as all the members can simultaneously hear each other and participate during the meeting. Some or all of the members may participate electronically at a meeting held at a central location so long as all the members can simultaneously hear each other and participate during the meeting.

Article 9: Executive Board

Section 1. The executive board of this local PTA/PTSA shall consist of the elected officers and the chairmen of the standing committees. The principal of the school or his/her designee and a staff representative or his/her alternate, appointed by the principal or elected by the faculty, also may serve on the executive board. The chairmen of the standing committees shall be appointed by the officers of the association not more than thirty (30) days following the election of officers.

#Section 2. A PTA/PTSA member shall not serve as a voting member of a constituent association's board at the local, council, district, region, state, or national level while serving as a paid employee of, or under contract to, that constituent association.

Section 3. The executive board shall:

- a. Transact necessary business in the intervals between general membership meetings and such other business as may be referred to it by this local PTA/PTSA and present a report to

500 the general membership at the general membership meetings.

501 b. Create, change or eliminate standing and special committees.

502 c. Approve the plans of work of the standing and special committees.

503
504 #d. Select an auditing committee, experienced auditor, or attend an external audit
505 exchange.

506 #e. Approve the proposed budget to be presented to the general membership for adoption.

507 #f. Obtain general membership approval for any changes to the adopted budget over five
508 hundred dollars (\$500.00) per fiscal year.

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513
514 **#Section 4. Financial Review Procedures:**

515
516 a. The executive board shall select an auditing committee, experienced auditor or choose
517 to participate in an external financial multi-review (former known as audit exchange)
518 prior to the end of the fiscal year. A financial review committee shall consist of no fewer
519 than three (3) members and no one with signature authority shall sit on their own unit's
520 committee. All financial reviews shall be coordinated with at least one (1) other
521 PTA/PTSA unit.

522
523 b. The local PTA/PTSA treasurer shall submit books to the financial reviewing
524 committee, experienced auditor, or the external financial multi-review at the end of the
525 fiscal year. The report of the financial review shall be submitted in writing to the
526 executive board prior to finalization of the proposed budget for the coming school year.

527
528 c. The executive board of a local PTA/PTSA shall upon resignation of the treasurer during
529 a term select a committee for financial review or an experienced auditor within one (1)
530 week of the resignation. The financial review shall be performed with fiscal year-end
531 procedures and shall be complete within three (3) weeks of the resignation. This financial
532 review shall not be performed in lieu of the year-end audit.

533
534 d. The newly elected treasurer shall not undertake any banking responsibilities of that
535 office with the exception of depository duties, reconciliation of bank statements, change of
536 signatory or other clerical duties not requiring signatory until the financial review is
537 presented to the executive board.

538
539 e. All reports of the financial review shall be presented to the general membership for
540 adoption. The fiscal year-end financial review report shall be presented to the membership
541 for adoption at the first general membership meeting held after the completion of the
542 report. A copy of the fiscal year-end financial review shall be sent to the Virginia PTA
543 state office within fifteen (15) days following the adoption of the report by the general
544 membership.

546 f. The local PTA/PTSA is required to file a 990N, 990EZ, or 990 form per IRS regulations.
547 A copy of this form shall be sent to the Virginia PTA state office within fifteen (15) days of
548 filing.
549

550 **#Section 5.** If any member of the executive board shall at any time, cease to meet the
551 qualifications or fulfill the duties of the position, that person may be removed from the board by
552 a majority vote of the executive board.
553

554 **Section 6.** The executive board shall hold at least **seven (7)** meetings during the year. The time
555 and place of meetings shall be set at the first meeting of the executive board after their election.
556 Special meetings of the executive board may be called by the president or by a majority of the
557 members of the executive board, **five (5)** days' notice being given. A quorum of the executive
558 board members shall be a majority of the members of the executive board then in office.
559

560 **#Section 7:** The executive board shall reserve the right to vote on business via electronic
561 meeting. Only the president shall have the authority to call for an electronic meeting and to
562 establish the guidelines for voting. The established quorum of the executive board shall prevail.
563 Voting results must be recorded in the minutes and the minutes must be accepted by the
564 executive board at the next executive board meeting.
565

566 **#Section 8.** The executive board may hold meetings by telephone conference or through other
567 electronic communications media so long as all the members can simultaneously hear each other
568 and participate during the meeting. Some or all of the members may participate electronically at
569 a meeting held at a central location so long as all the members can simultaneously hear each
570 other and participate during the meeting.
571

572 **Article 10: Committees**

573
574 **#Section 1.** Chairmen and members of all standing and special committees shall be members of
575 this local PTA/PTSA.
576

577 **Section 2.** The executive board may create, change or eliminate such standing committees as it
578 may deem necessary to promote the purposes and carry on the work of the local PTA/PTSA.
579 Standing committee chairmen and committee members shall be appointed by the executive
580 committee, except for the nominating committee. In the absence of an executive committee then
581 the executive board shall make the appointments. The term of each chairman shall be **two (2)**
582 year(s) or until the selection of a successor. No chairman shall be eligible to serve in the same
583 capacity for more than two (2) consecutive terms.
584

585 **Section 3.** The executive board may create, change or eliminate such special committees as it
586 may deem necessary or as may be directed by the local PTA/PTSA. Special committee chairmen
587 and committee members shall be appointed by the executive committee. In the absence of an
588 executive committee then the executive board shall make the appointments. The term of each
589 special committee chairman is ended upon completion of the task assigned to the committee. No

590 special committee chairman shall be eligible to serve in the same capacity for more than two (2)
591 consecutive terms.

592

593 **Section 4.** The chairman of each standing and special committee shall present a plan of work to
594 the executive board for approval. No committee work shall be undertaken without the consent of
595 the executive board.

596

597 **#Section 5.** The committee shall reserve the right to vote on business via electronic meeting.
598 Only the committee chair shall have the authority to call for an electronic meeting and to
599 establish the guidelines for voting. The established quorum of the committee shall prevail.
600 Voting results must be recorded in the minutes and the minutes accepted by the committee at the
601 next committee meeting.

602

603 **#Section 6.** Committees may hold meetings by telephone conference or through other electronic
604 communications media so long as all the members can simultaneously hear each other and
605 participate during the meeting. Some or all of the members may participate electronically at a
606 meeting held at a central location so long as all the members can simultaneously hear each other
607 and participate during the meeting.

608

609 **Section 7.** The quorum of any committee shall be a majority of its members.

610

611 **Section 8.** The president shall serve as ex-officio member of all committees of this local
612 PTA/PTSA except the nominating committee.

613

614 **#Section 9.** Committee chairmen shall turn over to the president, without delay, all records,
615 books and other materials pertaining to the committee at the end of the term served or when
616 departing office.

617

618 **Article 11: General Membership Meetings**

619

620 **Section 1.** Regular meetings of this local PTA/PTSA shall be held at least **three (3)** times during
621 the school year, **five (5)** days' notice having been given.

622

623 **Section 2.** The general membership election meeting shall be held in **April**.

624

625 **Section 3.** Special meetings of this local PTA/PTSA may be called by the president or by a
626 majority of the executive board, **five (5)** days' notice having been given.

627

628 **Section 4.** Voting on routine matters may be by voice vote; however, motions requiring a two-
629 thirds (2/3) affirmative vote (e.g. votes on bylaws) shall be by a rising vote or show of hands by the
630 verified members of this local PTA/PTSA.

631

632 **Section 5.** **Ten (10)** members, shall constitute a quorum for the transaction of business in any
633 meeting of this local PTA/PTSA.

634

635 **Article 12: Council Membership**

636
637 **Section 1.** Selection of delegates:

638
639 a. This local PTA/PTSA shall be represented in meetings of the Hanover County Council
640 Parent Teacher Association by the president or alternate, the principal or alternate, and by
641 one (1) delegate(s) or alternate(s).

642
643 b. Delegates and alternates shall be appointed in May.

644
645 c. Delegates to the Hanover County Council PTA shall serve for a term of two (2) year(s)
646 or until the selection of a successor. No delegate shall serve for more than two (2)
647 consecutive terms.

648
649 **Section 2.** This local PTA/PTSA shall pay annual dues as prescribed in council bylaws to the
650 Hanover County Council PTA.

651
652 **Section 3.** Responsibilities of delegates:

653
654 a. Delegates shall report activities of the council to the local PTA/PTSA and shall present
655 to council such matters as may be referred to it by the local PTA/PTSA.

656
657 b. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
658 instructed, they shall use their own discretion, except as provided by council bylaws.

659
660 **#Article 13: District Membership**

661
662 **Section 1.** This local PTA/PTSA shall be a member of the district designated by Virginia PTA.
663 This local PTA/PTSA is in the Richmond District of Virginia PTA.

664
665 **Section 2.** The district shall act as liaison between Virginia PTA and local units, to coordinate
666 policies and current programs of local units with those of Virginia PTA, and shall submit votes cast
667 by local unit members in their respective districts for the Virginia PTA Proposed Legislation
668 Program to the Virginia PTA Legislation/Education Committee chairman for tabulation.

669
670 **Section 3.** Local units in good standing are entitled to be represented at the Annual District
671 Meeting and the District Legislation Workshop by the president or alternate and three (3) other
672 voting delegates. If membership is larger than one hundred (100), there shall be one (1) additional
673 delegate for each fifty (50) memberships or major fraction thereof.

674
675 **Section 4.** Local PTA/PTSA delegates for the district shall report activities of the district to their
676 local PTA/PTSA and shall present to the district such matters as may be referred to it by their local
677 PTA/PTSA. Delegates shall vote on all issues as instructed by their local PTA/PTSA; but if not
678 instructed, they shall use their own discretion.

681 **#Article 14: Fiscal Year**

682
683 The fiscal year of this local PTA/PTSA shall begin on **July 1** and end on **June 30**.
684

685 **#Article 15: Parliamentary Authority**

686
687 The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern
688 National PTA and its constituent associations in all cases in which they are applicable and in which
689 they are not in conflict with these bylaws, the bylaws of Virginia PTA, and the bylaws of National
690 PTA, or the Virginia Non-Stock Corporation Act and Articles of Incorporation.
691

692 **#Article 16: Local Unit Bylaws Revisions and Amendments**

693
694 **Section 1.** The bylaws of this Local PTA/PTSA shall be revised and submitted to the Virginia
695 PTA state office every five (5) years for approval by the Virginia PTA Bylaws Committee on
696 behalf of the Virginia PTA Board of Directors. The revision anniversary date will be five (5)
697 years from the Virginia PTA Bylaws Committee date of approval.
698

699 **Section 2.** Bylaws shall be reviewed and amended with the following procedures:
700

- 701 a. A committee shall be appointed to submit a revise set of bylaws as a substitute for
702 existing bylaws or to submit an amendment to current bylaws.
703
- 704 b. Bylaws shall be revised or amended at a regular meeting of the local PTA/PTSA
705 provided notice and a copy of the proposed bylaws revision or amendments are provided to
706 the membership at least thirty (30) days prior to the meeting at which the revision or the
707 amendments are to be voted upon. A quorum shall be established at the meeting in which
708 voting takes place. The revision or amendments are subject to approval by the Virginia
709 PTA Bylaws Committee on behalf of the Virginia PTA Board of Directors. The proposed
710 bylaws revision or amendments require a two-thirds (2/3) vote of the members present and
711 voting.
712
- 713 c. Submission of amendments and revised bylaws for approval by Virginia PTA shall be in
714 accordance with the bylaws of Virginia PTA.
715
- 716 d. Each local PTA/PTSA is required by Virginia PTA to include in its bylaws articles and
717 sections that are identified by the pound symbol (#).
718
- 719 e. The adoption of an amendment to any provision of the Bylaws of Virginia PTA
720 identified by the pound symbol (#) shall serve to automatically and without requirement of
721 further action by the local PTA/PTSA to amend correspondingly its bylaws.
722

723 **Section 3.** The adoption of an amendment to any provision of the Bylaws of National PTA shall
724 serve automatically and without the requirement of further action by this local PTA/PTSA to
725 amend correspondingly the bylaws of this local PTA/PTSA.

726

727 **#Required by Virginia PTA in all district, council, and local unit bylaws.**